



## Job Description

<b>Position Title:</b>	Maintenance Technician
<b>Relationships:</b>	
<b>Reports To</b>	Maintenance Manager
<b>Subordinate staff</b>	
<b>Other internal contacts</b>	Department Managers Production personnel
<b>Work Environment:</b>	<ul style="list-style-type: none"> <li>• Works within the Maintenance Department Facility</li> <li>• Works on the facility floor on a regular basis providing maintenance support</li> <li>• Workers in this occupation must follow safety precautions and use protective equipment, such as hardhats, safety glasses, etc.</li> </ul>
<b>Summary of Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Provides timely maintenance support to plant equipment (i.e. product flow pumps, liquid and air pumping, forklifts, power washers, seal replacement of liquid pumps, repair diaphragm pumps, remove and install pumps, troubleshoot pumps issues, mechanical, fluid flow, etc.) on the floor at the request of Maintenance Manager.</li> </ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Provides maintenance support to plant equipment such as: product flow pump, liquid and air pumping, seal replacement of liquid pumps, repair diaphragm pumps, mechanical, fluid flow</li> <li>• Troubleshoot, remove and install pumps</li> <li>• Handles all maintenance of forklifts and power washers</li> <li>• Conducts all maintenance of the production facilities, all equipment supporting production and material handling</li> <li>• Cooperates and collaborates with peers in determining maintenance priorities</li> <li>• Conducts all maintenance activities ensuring adherence to various governmental laws, codes, regulations, and insurance standards, as related to maintenance of equipment and facilities</li> <li>• Provides inputs as required to the Maintenance Manager for equipment repair, replacement and spare parts</li> <li>• Ensures continuous support is provided either planned or in an emergency, such that the plant suffers from minimal work stoppage for production</li> <li>• Performs maintenance tasks as directed by the Maintenance Manager ensuring proper maintenance and safety, on all appropriate equipment in the facility</li> <li>• Performs the installation, removal, or movement of all machinery and equipment as Directed by the Manager of Maintenance</li> <li>• Ensure cleanliness of work area after the completion of each job</li> <li>• Able to diagnose problems on machinery; able to test and make adjustments</li> <li>• Other responsibilities as may be assigned by the Manager of Maintenance</li> </ul>



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<b>Job Specific Knowledge &amp; Skills Required:</b>	<ul style="list-style-type: none"> <li>• Experience and or vocational training in all aspects of maintenance activities</li> <li>• 3+ years of experience in a maintenance function with Mechanical maintenance activities</li> <li>• Experience in pumps and equipment</li> </ul>
<b>Special Skills:</b>	<ul style="list-style-type: none"> <li>• Ability to read and communicate fluently in English</li> <li>• Ability to perform a variety of maintenance duties and multi-tasking</li> <li>• Ability to work in a team and be ‘hands on’</li> <li>• Ability to deal with people and maintain positive interpersonal relationships</li> <li>• Must be self-motivated and a self-starter</li> </ul>
<b>Skills required for Equipment Use:</b>	<ul style="list-style-type: none"> <li>• Minimum basic knowledge of Microsoft applications</li> <li>• Strong troubleshooting abilities</li> <li>• Able to use and operate hand tools and power tools</li> </ul>
<b>Key Performance Metrics:</b>	<ul style="list-style-type: none"> <li>• Knowledge base of the maintenance functions</li> <li>• Ability to respond to emergencies and planned maintenance activities with a positive attitude</li> <li>• Response time for maintenance related issues</li> <li>• Ability to keep plant equipment performing at the highest level of up time</li> <li>• Ability to provide inputs for equipment performance improvements that can be implemented</li> <li>• Comply with all Safety requirements</li> <li>• Work with management to continuously improve operations</li> <li>• Other measurements as may be set and agreed on by COO</li> </ul>

## Acknowledgement

I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand Rio Valley Biofuels has the right to change this job description at any time. ***I understand, and am fully aware, that this job description does not constitute an employment contract or a guarantee of continued employment—even if I satisfactorily meet all performance measures. Further, I understand the Maintenance Technician position is classified as a Non-Exempt (hourly) position.***

**(Please Print and Sign Name.)**

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Print Name

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Signature

\_\_\_\_\_

Date